

	INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL	
	Chapter 11: Older Youth Services	Effective Date: November 1, 2016
	Section 8: Chafee Room and Board Services	Version: 2

POLICY **[REVISED]**

The Indiana Department of Child Services (DCS) has determined the following former foster youth meet the eligibility requirements for room and board (R&B) services (see Practice Guidance and [OYS Service Standards](#) for details of services):

1. A youth who turns 18 years of age while placed in foster care¹;
2. A youth who turned 18 years of age in foster care, who was a “ward or in the custody of another state”; or
3. **[REVISED]** A youth between age 18 up to the day before his or her 21st birthday who, on his or her 18th birthday, was on a trial home visit (THV) or in runaway status with an open Child in Need of Services (CHINS) or Juvenile Delinquent/Juvenile Status (JD/JS) youth case.

Note: R&B services include a lifetime maximum of \$3,000 for assistance until the day before the youth’s 21st birthday.

[REVISED] DCS will ensure:

1. All youth receiving R&B services also receive case management through Voluntary Services;
2. R&B funds are not expended for youth under 18 years of age;
3. R&B funds are not expended for a youth to reside with his or her biological or adoptive family or legal parent; and
4. R&B payments are made only through a contracted service provider that is providing Older Youth Service (OYS) case management services to youth referred for services.

Code References

[42 USC 677: Chafee Foster Care Independence Program](#)

PROCEDURE

[REVISED] The Collaborative Care Case Manager (3CM) will complete an OYS Voluntary Services Referral for eligible youth, who meet the criteria described in the policy statement above.

¹ Foster care is defined as 24-hour substitute care for children placed away from their parent, guardian, or custodian and for whom the State agency has placement and care responsibility. Facilities that are outside the scope of foster care include, but are not limited to: detention facilities; psychiatric hospital acute care; forestry camps; or facilities that are primarily for the detention for children who are adjudicated delinquents.

PRACTICE GUIDANCE

Trial Home Visits

Trial Home Visits (THV) are encouraged for youth who voice a strong desire to return to their parents' homes following case dismissal. This provides the youth with an opportunity to experience life with his or her family while being provided a safety net if the youth determines that living independently would be more appropriate. The youth remains eligible for R&B services if he or she turns 18 while on a THV.

[REVISED] Room and Board (R&B) Services

Youth may access R&B services as long as the youth continues to participate in case management services and participates in a full-time schedule of work or part-time work and part-time school. These funds are only for rent and utility payments and deposits. R&B services include a lifetime maximum of \$3,000 for assistance until the day before the youth's 21st birthday. R&B payments will only be made through a contracted service provider who is also providing OYS case management services to the youth.

Because stability may be unpredictable, it is possible that a youth may become homeless due to a job loss, eviction, or other reason, despite the fact that he or she was self-sufficient through the fifth month of receiving R&B assistance. In the event this occurs, the youth may request assistance again provided he or she has not expended the maximum funds allowed as identified above, has not reached the age of 21, or is actively seeking employment. This assistance is intended to temporarily supplement the youth's efforts, not as a means of on-going supplemental support.

[NEW] Note: Requests for additional funds in excess of \$3,000 will be considered on a case-by-case basis with approval by the DCS Older Youth Initiatives Manager or designee, based on availability of funds.

[REVISED] Housing Options

Potential housing options may include informal host homes, shared houses/apartments, single room occupancy units, boarding houses, semi-supervised apartments, and subsidized housing. The monthly R&B assistance should be based on need and should be determined using the [Budget Worksheet](#).

Payment for R&B Services

If the youth is already 18, the housing deposit may be paid within the month prior to the youth's case being dismissed. This will hold the apartment for the youth until the case is dismissed and he or she is ready to move in. If the youth is leaving the system at age 18, the payment may not be made until the 18th birthday.

[NEW] The R&B assistance will be tailored to the needs of the youth. Youth who need the maximum assistance may access these funds using the payment guide below. While receiving R&B funds, youth are expected to make incremental payments toward their own housing and utility expenses beginning in the third month of assistance and should be prepared to accept full responsibility by the sixth month unless there are extenuating circumstances. In cases where there is a request for an adjustment to the payment guide, approval must be received from the DCS IL Specialist. In cases where the youth is unable to accept full responsibility for 50% of their rent in the fourth month and each incremental payment thereafter, approval must be received from the DCS IL Specialist. Requests for an extension of this capped amount will be

considered on a case-by-case basis by DCS Older Youth Initiatives Manager or designee, based on availability of funds. R&B payments will only be made through a contracted service provider who is providing older youth case management services to the youth.

[NEW] Payment Guide

The following is a payment guide detailing the youth's responsibilities for payment. The R&B funds are subject to approval by a 3CM Supervisor or Independent Living (IL) Specialist. DCS will not expend funds if the youth is unable to pay his or her portion as detailed below:

1. Deposit and 1st and 2nd month's rent can be paid for youth;
2. Youth pays 25% of the rent the 3rd month;
3. Youth pays 50% of the rent the 4th month;
4. Youth pays 75% of the rent the 5th month; and
5. Youth pays all of the rent the 6th month on.

[NEW] Note: An alternative payment arrangement including length of stay and rental amount will be negotiated under the [Voluntary Services Host Home Agreement](#). This agreement is subject to approval by DCS. Requests to adjust the [Voluntary Services Host Home Agreement](#) must be approved by an Independent Living (IL) Specialist or 3CM Supervisor. See separate policy, [11.09 Voluntary Services Host Home](#). Requests for adjustments to the payment guide must be approved by an IL Specialist or 3CM Supervisor.

FORMS AND TOOLS

1. [Service Referral Form – Available in the Management Gateway for Indiana's Kids \(MaGIK\)](#)
2. [Chafee IL Voluntary Services Application and Service Agreement \(SF 52692\)](#)
3. [Tool 11.A: Budget Worksheet](#)
4. **[REVISED]** [Tool 11.B: Voluntary Services Host Home Agreement](#)

RELATED INFORMATION

Use of Chafee and Education Training Voucher Program for Housing Assistance

Youth may not access housing assistance from both the Chafee R&B funds and the Education and Training Voucher Program (see separate policy, [11.10 Education and Training Voucher Program](#)) at the same time. Those attending school full-time or part-time must access assistance for housing through the Education and Training Voucher Program at www.indianaetv.org.